

DEPARTMENT OF FISH AND GAME

PROGRAM AND ADMINISTRATIVE CLASSIFICATION DESCRIPTIONS

Below are listed all the classifications used by the Department of Fish and Game with a brief description of each. The listings are organized by career categories; you can use the bookmarks to the left to quickly move through the document.

Once you have located a classification that interests you, use this link (www.spb.ca.gov/spbpayrd.cfm) to look at the official classifications specifications on the State Personnel Board website. These classification specifications list the duties and minimum qualifications for each exam. Just type in the title of the job classification (or a key word like "biologist") in the SEARCH TERM field and hit BEGIN SEARCH.

CATEGORY	CLASSIFICATION	DESCRIPTION
ACCOUNTING, BUDGETS & AUDITING	ACCOUNT CLERK II	This is the entry and journey level. Under general supervision, incumbents perform duties concerned with the preparation, processing and maintenance of statistical, financial, or other records; compile, investigate and verify from a variety of sources numerical or financial information.
ACCOUNTING, BUDGETS & AUDITING	ACCOUNTANT I (SPECIALIST)	Under direct supervision, performs the more difficult semiprofessional accounting work in the establishment and maintenance of accounts and records for specialized agency activities, departmental systems, and for central fiscal control activities; maintenance of a segment of an accounting function for a State department.
ACCOUNTING, BUDGETS & AUDITING	ACCOUNTANT I (SUPERVISOR)	Under general direction, supervises financial record keeping and clerical work in an operational accounting setting.
ACCOUNTING, BUDGETS & AUDITING	ACCOUNTANT TRAINEE	Under supervision, as a learner, performs the less difficult accounting work in the establishment and maintenance of accounts and records while receiving training.
ACCOUNTING, BUDGETS & AUDITING	ACCOUNTING ADMINISTRATOR I (SUPERVISOR)	Supervise a group of professional or analytical and semiprofessional accounting staff performing accounting or accounting and budgetary work and directing a variety of specialized or central control fiscal activities.
ACCOUNTING, BUDGETS & AUDITING	ACCOUNTING OFFICER (SPECIALIST)	This is the journey person level. Incumbents independently perform professional accounting duties of average difficulty in the establishment and maintenance of accounts and records for specialized agency activities and/or central field control activities.
ACCOUNTING, BUDGETS & AUDITING	ACCOUNTING OFFICER (SUPERVISOR)	This is the first supervisory level in the series. Incumbents, under direction, supervise a small clerical and technical staff and either have charge of the accounting or accounting and fiscal activities of a small State department; have charge of the accounting and budgetary working a small State institution, or have charge of a professional phase of the accounting work of a medium-sized or large State department.

CATEGORY	CLASSIFICATION	DESCRIPTION
ACCOUNTING, BUDGETS & AUDITING	ACCOUNTING TECHNICIAN	Under close supervision, performs semiprofessional accounting work in the maintenance of fiscal records.
ACCOUNTING, BUDGETS & AUDITING	ASSOCIATE ADMINISTRATIVE ANALYST, ACCOUNTING SYSTEMS	Under general direction, make studies of the accounting systems and financial organization, policies, procedures and practices of State agencies and prepare reports containing recommendations; provide consultative service to State agencies.
ACCOUNTING, BUDGETS & AUDITING	ASSOCIATE BUDGET ANALYST	Perform the responsible, varied, and complex technical analytical budget work and provide consultative services to management or others.
ACCOUNTING, BUDGETS & AUDITING	ASSOCIATE MANAGEMENT AUDITOR	Conduct technical audits of the fiscal and management procedures and practices of State agencies and other entities subject to audit by the Department of Finance or the internal audit staff of a State agency. This is a journey level requiring independence and proficiency in handling complex and difficult assignments. Typically an Associate is assisted by one or more Staff Services Management Auditors in the performance of complex management audits in a single agency or a small group of related agencies. Examine organization operations and internal and management controls, review organization policies and procedures, appraise performance and accomplishments in the execution of agency plans and objectives, and evaluate the effectiveness of operations in terms of the resources available to the agencies audited. Management Auditors are also involved with audit programs in which the auditor may review accounts, records and reports, verify reconciliations of accounts, and determine that the financial statements accurately reflect financial status and transactions.
ACCOUNTING, BUDGETS & AUDITING	AUDITOR I	Under supervision, perform the less difficult technical auditing work relating to records of individuals, business firms, or government agencies subject to State taxation or regulations.
ACCOUNTING, BUDGETS & AUDITING	GENERAL AUDITOR II	Under direction, conduct the more difficult office or field audits of the accounts and records of individuals and business firms subject to State regulation or taxation.
ACCOUNTING, BUDGETS & AUDITING	GENERAL AUDITOR III	Under direction, either lead a group of auditors conducting field audits of the accounts and records of individuals, business firms or governmental agencies subject to State regulation or taxation; or perform specialized and complex field auditing work; or assist in audit program evaluation and in the development and improvement of auditing methods and techniques.
ACCOUNTING, BUDGETS & AUDITING	SENIOR ACCOUNT CLERK	Under general supervision, performs duties concerned with the processing and maintenance of difficult or complex statistical or financial records which require originality, initiative, judgement and a broad knowledge and understanding of departmental record procedures.

CATEGORY	CLASSIFICATION	DESCRIPTION
ACCOUNTING, BUDGETS & AUDITING	SENIOR ACCOUNTING OFFICER (SPECIALIST)	This is the second journey person level in the series. Incumbents, under general direction of an accounting Administrator, independently perform the more difficult accounting duties which require an understanding of the entire accounting process, such as coordinate implementation of accounting for new programs/functions; review proposals to change accounting procedures; prepare cash analysis reports for management; coordinate completion of year-end reports. Assignments at this level may involve responsibilities which impact the entire accounting operation and may be given broad discretion in the solution of problems. Incumbents may have considerable contact with the accounting administrators or the chief accounting officer for the department, departmental management, budget section, State control agencies. Incumbents in this class have no supervisory responsibilities, but may serve as a lead for lower level accounting personnel.
ACCOUNTING, BUDGETS & AUDITING	SENIOR ACCOUNTING OFFICER (SUPERVISOR)	This is the second supervisory level in the series. Incumbents supervise a medium-sized subordinate staff and either (1) have charge of the accounting or accounting and fiscal work of a medium-sized department and may also direct business management activities; have charge of the accounting or accounting and fiscal work of a small department having an unusually complex accounting operation; have charge of the accounting and budgetary work for one of the largest State institutions, or charge of a major Correctional Industries fiscal function; or in a large department, or accounting setting, have charge of a major professional phase of the accounting work for specialized or central fiscal control activities.
ACCOUNTING, BUDGETS & AUDITING	SUPERVISING ACCOUNT CLERK II	This is the second level of supervision in this series. Incumbents direct the work of a group of approximately fifteen to twenty-five employees engaged in financial clerical work of average difficulty, or supervise the work of a larger group engaged in less difficult work, or supervise a smaller group engaged in more difficult work requiring a high degree of initiative, judgment, and responsibility on the part of the supervisor.
ACCOUNTING, BUDGETS & AUDITING	SUPERVISING ADMINISTRATIVE ANALYST, ACCOUNTING SYSTEMS	Under general direction, assist in planning, directing, and coordinating the work of a staff of analysts engaged in the development and installations of accounting and data processing systems and the conduct of special studies of fiscal problems.
ACCOUNTING, BUDGETS & AUDITING	SENIOR MANAGEMENT AUDITOR	Either is responsible for planning, organizing, and directing the work of a group of audit teams performing management audits of several organizations or may supervise a large audit team conducting a sensitive complex audit; or directs an internal audit program of a State department requiring a variety of complex technical management audits.

CATEGORY	CLASSIFICATION	DESCRIPTION
ACCOUNTING, BUDGETS & AUDITING	STAFF ADMINISTRATIVE ANALYST, ACCOUNTING SYSTEMS	Under general direction, either act as a working supervisor over a small intradepartmental accounting systems unit or plan, organize, and direct the entire accounting systems staff in a department with a program of limited scope, dispersion, and complexity.
ACCOUNTING, BUDGETS & AUDITING	SUPERVISING ACCOUNT CLERK I	This is the first full supervisory level. Incumbents supervise and assist with the work of a group of approximately five to fifteen employees engaged in financial clerical work of average difficulty, or supervise the work of a larger group engaged in less difficult work, or a smaller group engaged in more difficult work requiring a high degree of initiative, judgment, and responsibility on the part of the supervisor.
ADMINISTRATION	ADMINISTRATIVE OFFICER I, RESOURCES AGENCY	This is the entry and working supervisory level in this series. Incumbents are responsible for either: planning, organizing, and directing the administrative and staff services functions in a division, office, region, district, or one of the largest area offices; or assisting a higher-level administrator in planning, organizing, directing, and controlling two or more administrative staff functions in a large district or in a division. Incumbents in this class typically direct and train clerical and technical staff performing administrative service duties, such as clerical office support, dispatching, personnel, business services, concession/contract preparation, or accounting; and may personally perform the professional administrative functions.
ADMINISTRATION	ADMINISTRATIVE OFFICER II, RESOURCES AGENCY	This is the first or second supervisory level class. Incumbents in this class have total responsibility for all of the administrative staff functions in a large departmental division, district, office, or region. This class is typically in charge of a staff of clerical, technical, and professional personnel assigned to carry out all of the staff services functions for a departmental division, district, or region. Incumbents report directly to the District Superintendent, Division Chief, District Administrator, or Assistant District Administrator.
ADMINISTRATION	ADMINISTRATIVE OFFICER III, RESOURCES AGENCY	This is the second supervisory level. Under general direction and outside of headquarters' area setting, incumbents plan, organize, direct, and manage all administrative and staff services functions in the largest divisions, regions, districts, or offices, including the supervision of subordinate professional staff. Incumbents supervise a professional staff who are typically in the administrative officer, personnel, budget, accounting, or other analyst series. Incumbents report directly to the District Superintendent, division, regional, district, or office manager, and fill in for him/her in his/her absence.

CATEGORY	CLASSIFICATION	DESCRIPTION
ADMINISTRATION	ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	Perform a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis. Incumbents in this series are typically subject-matter generalists who have demonstrated possession of intellectual abilities, the management tools and the personal qualifications to succeed in a variety of general staff services settings. They are assigned to work on a broad range of governmental and managerial problems that may be interdisciplinary in nature. They may be assigned to work as field representatives in complex and controversial intergovernmental negotiations. They conduct and/or review analytical studies and surveys; formulate procedures, policies and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on the impact or potential impact; participate on or act as team, conference, or task force leaders on larger studies; coordinate the efforts of representatives of various governmental agencies; and represent the State or a given department as assigned.
ADMINISTRATION	BUSINESS SERVICES ASSISTANT (SPEC)	This is the entry, developmental and first working level. Incumbents work under close supervision and learn to perform a variety of technical and analytical business service activities.
ADMINISTRATION	BUSINESS SERVICES OFFICER I (SUP)(SPEC)	Under general supervision, incumbents independently perform technical and analytical business service work of average difficulty in a variety of functions, assist in the performance of the more difficult and complex business service work; or are assigned responsibility for one or more functions of average difficulty.
ADMINISTRATION	BUSINESS SERVICES OFFICER II (SPEC) (SUP)	Under direction, incumbents either perform the more difficult and complex technical and analytical work of a business service nature or are assigned responsibility for one or more of the most difficult and complex technical/analytical functions.
ADMINISTRATION	BUSINESS SERVICES OFFICER III (SUP)	Under direction, incumbents typically supervise all business service functions or may supervise two or more functions as assistant to a higher-level manager.
ADMINISTRATION	LABOR RELATIONS ANALYST	This is the full journey level for the performance of analytical staff work in the field of labor relations. Under general direction, incumbents perform complex, responsible technical labor relations staff work. Incumbents may serve as departmental Labor Relations Officers in very small departments.

CATEGORY	CLASSIFICATION	DESCRIPTION
ADMINISTRATION	LABOR RELATIONS SPECIALIST	Classes in this series are involved in representing State management during all phases of the collective bargaining process by preparing for and participating in negotiations, impasse resolution and contract administration activities. Incumbents have responsibility for making recommendations to State management and advising management on making a determination regarding interpretation and application of provisions of labor agreements.
ADMINISTRATION	MANAGEMENT SERVICES TECHNICIAN	Under supervision, to learn and perform the less technical, semiprofessional tasks of a management services or related discipline, either on a permanent basis, or in training in preparation for promotion to the professional level; and to do other related work.
ADMINISTRATION	STAFF SERVICES ANALYST	This consolidated series specification describes a recruiting and developmental class for persons qualified to perform analytical work in one or more areas of a broad range of governmental and managerial problems. Incumbents are assigned duties and responsibilities commensurate with their background and training. Under supervision, incumbents perform work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting, planning, training, management, and personnel analysis; and do other related work. This is the first journey level. Positions are permanently allocated to this class when the major portion of tasks performed do not include the more responsible, varied, and difficult assignments found in the full journey level.
ADMINISTRATION	STAFF SERVICES MANAGER I	The Staff Services Manager I level is typically the first working supervisor level. Employees at this level supervise a small group of analysts performing journey level work and personally perform the most difficult or sensitive work. In the smaller departments or where the particular Staff Services function is not fully developed, a Staff Services Manager I may direct a function such as management analysis, budgeting, or personnel. In a medium to large department, or in a central agency function, positions at this level may supervise a portion of a function when it is so large as to require subordinate supervisors in terms of number of technical staff. On rare occasions, positions at this level may function as project leaders, coordinating the work of others through task force type organizations. This leadership role must be accompanied by a role as a highly skilled, independent consultant with the ability to act authoritatively in a functional specialty.

CATEGORY	CLASSIFICATION	DESCRIPTION
ADMINISTRATION	STAFF SERVICES MANAGER II (Managerial)	This is the first management level over analytical and administrative work. Positions in this class have significant responsibilities for formulating or administering agency or departmental policies and programs. In most settings, persons at this level are in charge of a well-established and fully developed Staff Services function in a moderate to large department. Positions at this level normally supervise a moderate to large number of technical staff and spend the majority of their time in supervisory and managerial activities as distinct from working level assignments. On rare occasions, positions this level may function as nonsupervisory experts.
ADMINISTRATION	STAFF SERVICES MANAGER II (Supervisory)	This is the full supervisory level over analytical and administrative work. In most settings, persons at this level are in charge of a well-established and fully developed Staff Services function in a moderate to large department. Positions at this level normally supervise a moderate to large number of technical staff and spend the majority of their time in supervisory activities as distinct from working level assignments. On rare occasions, positions at this level may function as nonsupervisory experts.
ADMINISTRATION	STAFF SERVICES MANAGER III	Positions at this level have full management and supervisory responsibility in charge of a major Staff Services function, or functions when it is so unusually large and complex as to require subordinate supervisors at the Senior level on a subfunctional or geographic basis. In those cases where the supervisory and management responsibility is minimum, it must be balanced out by responsibility for a function with multidepartmental or statewide impact requiring skills and knowledge at the highest level with responsibility for work of the most critical or sensitive nature as relates to a department's primary mission.
ADMINISTRATION	TRAINING OFFICER I	Under general direction, either in a small department plan, organize and conduct training programs of average complexity or in a large department, organize, develop, coordinate, and conduct a major segment of a complex training program.
ADMINISTRATION	TRAINING OFFICER III	Under general direction, either in a large department with a complex and diverse training program plan, organize, and conduct the total departmental training program; or in the largest departments under general direction of a higher level Training Officer plan, direct, organize, and review the work of a large group of trainers performing a variety of complex training functions.

CATEGORY	CLASSIFICATION	DESCRIPTION
BIOLOGICAL & ENVIRONMENTAL SCIENCES	ASSOCIATE BIOLOGIST (BOTANY)	Perform a broad range of technical biological work related to native plant management which focuses on native plant activities involving biological surveys on California's indigenous flora, assessing proposed developments for impact on plant life and related resources, and the preparation and evaluation of plant habitat restoration or management plans. Using accepted scientific methodology, incumbents lead or conduct experiments, research studies or investigations; evaluate and make recommendations on proposed developments for impact on resources; evaluate user impacts on resources and recommend or implement appropriate regulatory action; evaluate and make recommendations on habitat improvement projects; analyze data; write technical and popular reports; prepare written responses to public letters; represent the Department before resource interest groups, boards, commissions and public hearings; attend professional meetings and conferences; may perform scuba diving; and evaluate, review, analyze or prepare legislation related to resource management.
BIOLOGICAL & ENVIRONMENTAL SCIENCES	ASSOCIATE BIOLOGIST (MARINE)	Perform a broad range of technical biological work related to fisheries management or research activities. This typically involves biological surveys focusing on aquatic fauna or flora, including marine or freshwater and anadromous species, reptiles, amphibians and invertebrates; assessing commercial and sport fishing impact on fisheries and related resources or analyzing stream flow releases and storage waters; and the preparation and evaluation of fisheries or aquatic fauna or flora habitat development, restoration or management plans on California's offshore, coastal, inland waters and estuaries. Using accepted scientific methodology, incumbents lead or conduct experiments, research studies or investigations; evaluate and make recommendations on proposed developments for impact on resources; evaluate user impacts on resources and recommend or implement appropriate regulatory action; evaluate and make recommendations on habitat improvement projects; analyze data; write technical and popular reports; prepare written responses to public letters; represent the Department before resource interest groups, boards, commissions and public hearings; attend professional meetings and conferences; may perform scuba diving; and evaluate, review, analyze or prepare legislation related to resource management.

CATEGORY	CLASSIFICATION	DESCRIPTION
BIOLOGICAL & ENVIRONMENTAL SCIENCES	ASSOCIATE BIOLOGIST (WILDLIFE)	Perform a broad range of technical biological work related to wildlife management which involves biological surveys or investigations on California's mammalian terrestrial and avian fauna; assessing proposed developments for impact on wildlife and related resources; and the preparation and evaluation of wildlife habitat development, restoration or management plans. Using accepted scientific methodology, incumbents lead or conduct experiments, research studies or investigations; evaluate and make recommendations on proposed developments for impact on resources; evaluate user impacts on resources and recommend or implement appropriate regulatory action; evaluate and make recommendations on habitat improvement projects; analyze data; write technical and popular reports; prepare written responses to public letters; represent the Department before resource interest groups, boards, commissions and public hearings; attend professional meetings and conferences; may perform scuba diving; and evaluate, review, analyze or prepare legislation related to resource management.
BIOLOGICAL & ENVIRONMENTAL SCIENCES	BIOLOGIST (BOTANY)	Incumbents in this parenthetical specialty perform technical biological work related to native plant management. Native plant activities involve biological surveys on California's indigenous flora, assessing proposed developments for impact on plant life and related resources, and the preparation and evaluation of plant habitat restoration or management plans.
BIOLOGICAL & ENVIRONMENTAL SCIENCES	BIOLOGIST (GENERAL)	Incumbents in this parenthetical specialty perform technical biological work involving multiple species and/or habitats. The biological or ecological activities typically include two or more resource categories involving biological surveys or investigations, assessing projects or developments for impacts on the resources, and the preparation and evaluation of resource habitat development, restoration or management plans.
BIOLOGICAL & ENVIRONMENTAL SCIENCES	BIOLOGIST (MARINE)	Perform technical biological work related to fisheries management or research activities which focus on a variety of research and management programs relating to resource conservation, management and restoration.
BIOLOGICAL & ENVIRONMENTAL SCIENCES	BIOLOGIST (WILDLIFE)	Perform technical biological work related to wildlife management or research activities which focus on a variety of research and management programs relating to resource conservation, management and restoration.
BIOLOGICAL & ENVIRONMENTAL SCIENCE	SENIOR BIOLOGIST SPECIALIST (BOTANY)	Incumbents serve as an expert in a specific area of highly visible and complex native plant management activities or as an administrative coordinator over a critical program function requiring biological expertise. In general, native plant activities involve biological surveys on California's indigenous flora, assessing proposed developments for impact on plant life and related resources, and the preparation and evaluation of plant habitat preservation, restoration or management plans.

CATEGORY	CLASSIFICATION	DESCRIPTION
BIOLOGICAL & ENVIRONMENTAL SCIENCE	SENIOR BIOLOGIST SPECIALIST (MARINE)	Incumbents serve as an expert in a specific area of highly visible and complex fisheries research and management activities or as an administrative coordinator over a critical program function requiring biological expertise. In general, activities involve biological surveys focusing on aquatic fauna or flora including marine or freshwater and anadromous species, reptiles, amphibians and invertebrates, assessing proposed developments for impact on fish and related resources, assessing commercial and sport fishing impact on marine fisheries and related resources or analyzing stream flow releases and storage waters and the preparation and evaluation of fisheries or aquatic fauna or flora habitat preservation, development, restoration or management plans.
BIOLOGICAL & ENVIRONMENTAL SCIENCE	SENIOR BIOLOGIST SPECIALIST (WILDLIFE)	Incumbents serve as an expert in a specific area of highly visible and complex wildlife management activities or as an administrative coordinator over a critical program function requiring biological expertise. In general, wildlife management activities involve biological surveys or investigations on California's mammalian terrestrial and avian fauna, assessing proposed developments for impact on wildlife and related resources, and the preparation and evaluation of wildlife habitat preservation, development, restoration or management plans.
BIOLOGICAL & ENVIRONMENTAL SCIENCE	SENIOR BIOLOGIST SUPERVISOR (GENERAL)	Incumbents supervise a variety of biological activities involving multiple specialties. The biological or ecological activities typically will include two or more resource categories involving biological surveys or investigations, assessing projects or developments for impacts on the resources, and the preparation and evaluation of resource habitat development, restoration or management plans.
BIOLOGICAL & ENVIRONMENTAL SCIENCE	SENIOR BIOLOGIST SUPERVISOR (MARINE)	Incumbents supervise general fisheries management and research activities, which typically involve biological surveys focusing on aquatic fauna or flora, including marine or freshwater and anadromous species, reptiles, amphibians and invertebrates; assessing proposed developments for impact on fish and related resources; assessing commercial and sport fishing impact on fisheries and related resources or analyzing stream flow releases and storage waters; and the preparation and evaluation of fisheries or aquatic fauna or flora habitat development, restoration or management plans.
BIOLOGICAL & ENVIRONMENTAL SCIENCE	SENIOR BIOLOGIST SUPERVISOR (WILDLIFE)	Incumbents supervise a variety of wildlife management activities, including wildlife area management and operations. Wildlife management activities typically involve biological surveys or investigations on California's mammalian terrestrial and avian fauna; assessing proposed developments for impact on wildlife and related resources; and the preparation and evaluation of wildlife habitat development, restoration or management plans.

CATEGORY	CLASSIFICATION	DESCRIPTION
BIOLOGICAL & ENVIRONMENTAL SCIENCES	ENVIRONMENTAL SPECIALIST I, II, III, IV (Specialist), & IV (Supervisor)	<p>There are four levels of Environmental Specialists. Classes in this series perform a broad range of staff and management work concerning present and future environmental issues related to protecting the public interest and maintaining high standards of quality necessary to protect the State's water and land resources. Incumbents in all four levels of Environmental Specialists apply scientific methods and principles in the identification, research, and solution of problems in the areas of water resources development, illegal discharge of waste to the lands and waters of the State, toxic and hazardous materials pollution, and point and nonpoint source pollution; analyze and evaluate available data on the effects of water pollutants, waste management, water diversions, and water use on human health, vegetation, fish, wildlife, water supplies, potential land uses, and other aspects of the environment; prepare and review environmental impact reports and other documents to determine the effects of proposed activities on all areas of the environment; coordinate water development, water pollution, and waste management control programs with other public agencies; as part of an interdisciplinary team, develop regulatory measures and implement enforcement of water pollution and waste control standards; develop recommendations regarding water pollution and waste control programs as these may be affected by scientific findings; prepare and edit scientific papers for publication; consult with other agencies and institutions engaged in related research; meet and confer with individuals and groups to obtain compliance with laws and regulations concerning the water quality and waste discharge requirements of the State; participate in water rights or waste management hearings and field investigations as a staff expert for environmental matters; and prepare reports and correspondence. ENVIRONMENTAL SPECIALIST I - This is the entry level of the series. Under close supervision incumbents gather data on environmental issues; perform preliminary environmental analysis, research, surveys, investigations, and studies of less difficulty; prepare preliminary drafts of reports; prepare drafts of routine correspondence; answer questions of a routine and minor nature from the public.</p>

CATEGORY	CLASSIFICATION	DESCRIPTION
BIOLOGICAL & ENVIRONMENTAL SCIENCES	ENVIRONMENTAL SPECIALIST I, II, III, IV (Specialist), & IV (Supervisor) -Continued	<p>ENVIRONMENTAL SPECIALIST II - This is the first working level of the series. Under general supervision incumbents gather data on environmental issues; perform environmental analysis, research, surveys, investigations, and studies of average difficulty; write preliminary reports; prepare routine correspondence and answer questions of a routine nature from the public. Perform complex analysis, research, and studies in relating to preliminary environmental analysis, research, surveys, investigations, and studies. ENVIRONMENTAL SPECIALIST III - This is the full journey, lead person level. Under direction, incumbents perform complex environmental analysis, research, surveys, investigations, and studies; write final reports; prepare nonroutine correspondence and answer difficult questions from the public. They may provide consultative advice to various governmental entities and agencies, and may act as lead person. ENVIRONMENTAL SPECIALIST IV (SPECIALIST) - As a staff environmental specialist, this level is responsible for independently conducting extremely complex and difficult scientific investigations and studies on issues of major importance to the State. Incumbents may act as team leaders, or may have functions such as directing the work of lower level staff. ENVIRONMENTAL SPECIALIST IV (SUPERVISORY) - This is the first full supervisory level. Incumbents supervise and direct a major unit of work of professional or technical classes within a division or region. Incumbents performing in this capacity are supervisory and, as such, perform duties which are substantially different from those of subordinates, and have the authority in the interest of management to: hire, transfer, suspend, lay off, recall, promote, discharge, resign, reward, or discipline other employees, responsibly direct them, adjust their grievances, or effectively recommend such actions.</p>

CATEGORY	CLASSIFICATION	DESCRIPTION
BIOLOGICAL & ENVIRONMENTAL SCIENCES	ENVIRONMENTAL PROGRAM MANAGER I & II	<p>ENVIRONMENTAL PROGRAM MANAGER I- This is the second full supervisory and first managerial level. Incumbents direct and have charge of environmental programs or components which are of major sensitivity and complexity; carry authority and accountability for timely completion of program objectives and for submittal of satisfactory products; are responsible for operational planning and assigning of projects, budgeting for time and funds, reviewing and evaluating achievements, and preparing administrative reports; coordinate program activities with technical and administrative support sections and their activities; assist in formulating policies; maintain liaison with other governmental agencies and the private sector; and do other related work. Incumbents may supervise a group of Environmental Specialists IV (Specialist) and other professionals working on a major research project. Positions in this class are either (a) managerial, having significant responsibility for formulating and administering agency policy or programs; or (b) supervisory, having authority in the interest of management to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, responsibly direct them, adjust their grievances, or effectively recommend such actions.</p> <p>ENVIRONMENTAL PROGRAM MANAGER II - This is the second managerial level. Incumbents plan, organize, and direct the most sensitive and complex environmental programs of the Board; and do other related work. In addition, incumbents may assist the chief of a division or a Deputy Executive Director in planning and directing the work of a division or program group and may act in their supervisor's absence. Incumbents have significant responsibility for formulating and administering Board policies or programs. Incumbents may also serve as the chief of a separate office which is responsible for a major environmental program that reports to the State Water Resources Control Board's Executive Director. Incumbents typically supervise one or more Environmental Program Managers I or other supervising level staff.</p>
BIOLOGICAL & ENVIRONMENTAL SCIENCES	PLANT ECOLOGIST	Under general direction, to conduct major and complex studies of the impact of human activities and natural occurrences on the general environmental quality of California natural and recreational resources with particular reference to plant life and vegetation; to coordinate the work of technical specialists; to prepare resource management plans; to review and develop plans for ecosystem preservation.

CATEGORY	CLASSIFICATION	DESCRIPTION
BIOLOGICAL & ENVIRONMENTAL SCIENCES	SUPERVISING BIOLOGIST	Under general direction, the Supervising Biologist serves as a full supervisory level over a medium to large size group of technical and scientific professional staff. Incumbents assist the chief of a division or the manager of a region in planning, coordinating and supervising comprehensive scientific programs concerned with biological issues related to marine, fisheries, wildlife management, botany, water quality analysis, or other biological or environmental concerns.
BIOLOGICAL & ENVIRONMNETAL SCIENCES	FISH AND WILDLIFE INTERPRETER I, II, & III	<p>This series specification describes three levels of Fish and Wildlife Interpreter classes used in the Department of Fish and Game. Classes in this series describes a wide variety of work concerned with planning, developing, coordinating, implementing and administering interpretive programs for the Department of Fish and Game's wildlife areas and ecological reserves. Incumbents in this series perform interpretive tasks which convey knowledge of complex natural resource systems to the public; oversee publicity activities; serve as the primary contact for a wide variety of community outreach groups, civic and conservation groups; identify conservation issues which can be addressed through interpretive services; consult and work with line program managers regarding interpretive programs; advise Regional Managers on decisions relating to the program budget; administer a wide range of contracts for interpretive facilities; use a variety of analytical techniques to evaluate program effectiveness and alternatives; and may represent the Department at meetings and functions of public, private and professional organizations.</p> <p>FISH AND WILDLIFE INTERPRETER I - Range A is the entry and training level of the series. Under close supervision, incumbents perform in a training and learning capacity and are expected to progress toward assuming the more responsible assignment of the Range B level. Incumbents are assigned to a regional wildlife area or ecological reserve and are responsible for the less difficult or varied work in interpretive and education programs. Range B is the working level of the series. Under general supervision, incumbents perform work of average difficulty that does not include the complete range of varied or difficult assignments, typically assigned to the full journey level. Incumbents may develop information into narrative descriptions for educational and interpretive services such as nature trails or exhibits; prepare area maps, area publications and signs; conduct tours, demonstrations and talks; research the potential for new interpretive facilities; manage publicity and community outreach programs; collect and summarize technical information for planning purposes; landscape and maintain exhibits and trails. FISH AND WILDLIFE INTERPRETER II - This is the full journey level of the series. Incumbents are assigned to this level when they have demonstrated the capacity to perform at a level of expertise that makes a</p>

CATEGORY	CLASSIFICATION	DESCRIPTION
		<p>significant contribution to the area interpretive programs. Incumbents work independently and are responsible for the more difficult or varied technical work as evidenced by the fact that they are assigned to a regional wildlife area or ecological reserve over 5,000 acres in use that receives an estimated annual visitorship of over 25,000 nonconsumptive recreationalists and contains critical habitat for listed rare, threatened or endangered species, and critical habitat for large populations of hunted or fished species. They act in a lead capacity over various interpretive projects or permanent intermittent, seasonal employees or volunteers working on those projects; resolve difficult interpretive problems; review wildlife area and ecological reserve development plans; represent the Department at meetings and functions of public, private and professional organizations. FISH AND WILDLIFE INTERPRETER III - This is the full supervisory level in the series. Incumbents are responsible for planning, developing, implementing and evaluating interpretive programs for a region; provide supervision to interpretive staff interfacing with a wide range of civic and conservation groups to promote the use of interpretive facilities; participate in the development of policies and program goals and objectives; work with program managers on interpretive proposals; prepare program budget and advise Regional Managers on issues or decisions which may impact area programs; prepare the interpretive portion of area management plans region wide.</p>
BOATING/MARINE	DECKHAND, FISH AND GAME BOAT	<p>Under supervision, to do semiskilled work in connection with the operation and maintenance of a fish and game boat and its specialized equipment; to stand wheel watches and to assist in research or patrol duties. Handles and splices lines and makes fenders; scrubs and cleans decks, windows, and woodwork; wipes and polishes metal; cleans and repairs chains and cables; wipes, oils, and greases equipment; prepares surface, paints, and cleans painting equipment; does miscellaneous repair and maintenance work on boats, gear and nets; stands wheel watches; launches or assists in launching and operating skiffs and motorboats; assists biologists in weighing and tagging fish, and in using and repairing various types of specialized fishing and scientific equipment; as required, assists wardens in enforcement work, boarding boats and testifying on illegal procedure.</p>
BOATING/MARINE	MASTER, FISH AND GAME VESSEL	<p>Under direction, to have charge of the navigation, operation and maintenance of a motor vessel of 80 or more feet in length used in scientific marine research.</p>

CATEGORY	CLASSIFICATION	DESCRIPTION
BOATING/MARINE	MATE, FISH AND GAME VESSEL	Under general supervision, directs the crew-members of: a fisheries research vessel in the construction, repair, and preservation of fishing nets and other fishing and deck gear, and in the maintenance and repair of a fisheries vessel above deck; or a marine patrol vessel in the proper handling and storage of fishing nets and other commercial and sport fishing gear and equipment, and in the maintenance and operation of the vessel, including auxiliary equipment; operates a Fish and Game vessel as necessary.
BOATING/MARINE	MOTOR VESSELENGINEER	Under supervision, to operate and perform operational maintenance on marine engines on small vessels, or to assist in the operation and maintenance of marine engines on large vessels; to assist in the operation and maintenance of auxiliary mechanical and electrical equipment on motor vessels.
CHEMISTRY	AGRICULTURAL CHEMIST	Perform professional chemical analysis using pretested, standardized methods on a variety of agricultural products or chemicals, under supervision.
CHEMISTRY	AGRICULTURAL CHEMIST II	Assigned to specific area performing the more advanced, complex, or non standardized analyses requiring independence of action; construct and maintain specialized laboratory equipment. Develop and test new procedures for making chemical determinations.
CHEMISTRY	AGRICULTURAL CHEMIST III (SPEC)	Provide the most complex and innovative analytical determinations on a wide variety of agricultural products and chemicals for several laboratory functions.
CHEMISTRY	AGRICULTURAL CHEMIST III (SUP)	Plan, organize, coordinate, and direct the chemical work of a major laboratory function, supervising a large staff; assist in the management of the laboratory in such work as budget and operational planning and equipment determination and purchasing.
CHEMISTRY	LABORATORY TECHNICIAN (CHEMICAL ANALYSIS)	Under the supervision of a professional chemist, to perform routine repetitive chemical and biochemical analyses of water, feed, fertilizer, pesticides, meat and dairy products, fish and wildlife, soil, stream sediments, rocks, minerals or other materials; to care for laboratory materials and equipment.
CLERICAL & SUPPORT SERVICES	EXECUTIVE ASSISTANT	Provide staff assistance on sensitive departmental or program issues and secretarial support. Provide office management, supervisor and other staff in office services.
CLERICAL & SUPPORT SERVICES	EXECUTIVE SECRETARY I	Under the direction of the administrator of a major subdivision of a large State agency or a comparable level executive, incumbents perform difficult and responsible secretarial work and relieve the administrator of a variety of administrative and office details.

CATEGORY	CLASSIFICATION	DESCRIPTION
CLERICAL & SUPPORT SERVICES	EXECUTIVE SECRETARY II	Under the direction of the chief administrative officer of a State agency, with widest latitude for independent action, incumbents perform especially difficult and responsible secretarial work, relieve the administrator on a wide variety of administrative and office details.
CLERICAL & SUPPORT SERVICES	KEY DATA OPERATOR	This is the entry, training and journey person level. Incumbents, under close supervision, learn and perform routine keypunch or key entry operations.
CLERICAL & SUPPORT SERVICES	KEY DATA SUPERVISOR I	Under general supervision incumbents either instruct and supervise the work of a small group of employees operating either key punch and/or key entry equipment or have primary responsibility for the operation of a key-to-disc console and/or have primary responsibility for developing and writing formats for key-to-disc formats.
CLERICAL & SUPPORT SERVICES	OFFICE ASSISTANT (GEN) (TYPING)	This is the entry, trainee and journey level for this series. Under close supervision as a trainee, incumbents regularly perform a limited range of duties that become routine, shortly after the initial training period; and/or learns to perform a variety of full journey level general clerical duties. Under general supervision, incumbents at the full journey level regularly perform a variety of duties requiring adaptation to various situations, judgment as to which learned work method to apply for the desired result, and the ability to communicate effectively. This level may have lead responsibility over less experienced employees in areas such as training and answering questions on work procedures.
CLERICAL & SUPPORT SERVICES	OFFICE SERVICES SUPERVISOR I (GEN) (TYPING)	This is the working supervisor level. Under general supervision, incumbents train new employees, supervise a small group engaged in difficult clerical work and personally perform the most complex work.
CLERICAL & SUPPORT SERVICES	OFFICE SERVICES SUPERVISOR II (GENERAL)	This is the first full supervisory level. Under general direction, incumbents plan, organize, and direct the work of a medium-sized group engaged in difficult clerical work.
CLERICAL & SUPPORT SERVICES	OFFICE SERVICES SUPERVISOR III (GENERAL)	This is the second full supervisory level. Under general direction, and through subordinate supervisors, incumbents plan, organize, and direct the work of a large group engaged in difficult clerical work.

CATEGORY	CLASSIFICATION	DESCRIPTION
CLERICAL & SUPPORT SERVICES	OFFICE TECHNICIAN (GEN) (TYPING)	This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively are of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.
CLERICAL & SUPPORT SERVICES	PROGRAM TECHNICIAN I	Perform a variety of technical duties associated with the review of complex fish and wildlife license, tag and permit applications and provide information to the public.
CLERICAL & SUPPORT SERVICES	PROGRAM TECHNICIAN II	Perform the more difficult program work associated with the review of complex fish and wildlife license, tag and permit applications and provide information to the public.
CLERICAL & SUPPORT SERVICES	SECRETARY	This is the journey person level. Under general direction and following general procedures, incumbents in a secretarial capacity receive and screen telephone calls and visitors, use considerable judgment in providing factual information in response to numerous inquiries; establish and maintain confidential and administrative files and prepare summaries of data pertinent to the work of the supervisor or the office. The work typically requires a detailed knowledge of the programs, policies and activities of the employing unit.
CLERICAL & SUPPORT SERVICES	SUPERVISING PROGRAM TECHNICIAN I	This is the first supervisory level for the series. Under general supervision, incumbents train new employees; plan, organize, and direct the work of a small unit comprised mainly of Program Technicians; and personally perform the most complex work.
CLERICAL & SUPPORT SERVICES	SUPERVISING PROGRAM TECHNICIAN II	This is the second supervisory level in this series. Under general direction, incumbents train new employees; plan, organize, and direct the work of a small unit comprised mainly of Program Technicians II and may include lower level Program Technicians; and personally perform the most complex work.
CLERICAL & SUPPORT SERVICES	SUPERVISING PROGRAM TECHNICIAN III	This is the full supervisory level in this series. Incumbents are responsible for planning, organizing, and directing a large unit of Program Technicians and may also supervise lower-level Supervising Program Technicians.

CATEGORY	CLASSIFICATION	DESCRIPTION
CLERICAL & SUPPORT SERVICES	WORD PROCESSING TECHNICIAN	This is the entry and journey level for this series. Under general supervision and in accordance with approved procedures and precedents, incumbents perform a variety of word processing duties. Work at this level involves typing memorandums, correspondence, reports, graphs, charts, and tables which require revisions to stored material. There may be lead responsibility over others.
CONSERVATION-FISHERIES	FISH HABITAT SUPERVISOR	Under general direction, either supervises a fish habitat improvement shop; or has charge of stream and lake improvement activities.
CONSERVATION-FISHERIES	FISH HABITAT ASSISTANT	Under direction, either in a fish habitat improvement shop, perform and assist in the construction, installation, and maintenance of fish screens, ladders, traps, and fish habitat improvement on streams and lakes; or in a field assignment, coordinate and implement fish habitat improvement projects on streams and lakes.
CONSERVATION-FISHERIES	FISH HABITAT SPECIALIST	Under general direction, either in a fish habitat improvement shop, perform and assist in the direction of the construction, installation, and maintenance of fish screens, fish ladders, and traps, and fish habitat improvement projects; or be responsible for the administration of contracts and grants of State funds to agencies and private groups to accomplish fish habitat restoration and improvement; or plan and coordinate fish habitat development activities for the California Conservation Corps (CCC).
CONSERVATION-FISHERIES	FISH HATCHERY MANAGER I	Under direction, either to manage the operations of a small fish hatchery, including hatching, rearing, and planting of fish; or to serve as the Assistant Manager of a large fish hatchery; or to supervise and direct a very large fish planting, counting and rescue program; and to do other related work as required.
CONSERVATION-FISHERIES	FISH HATCHERY MANAGER II	Under direction, to manage the operations of a large fish hatchery, including hatching, rearing, and planting of fish.
CONSERVATION-FISHERIES	SENIOR FISH HABITAT SUPERVISOR	Under general direction, either supervise a regional fish habitat improvement program within the Department of Fish and Game (DFG), this would include directing the activities of two or more fish habitat improvement shops, and plan, direct, coordinate and carry out all activities relating to the development, improvement, and protection of fisheries habitat; or plan, direct, coordinate and carry out all activities relating to a statewide program dealing with the planning, development and administration of fisheries restoration contracts; or plan, direct, coordinate and carry out all activities relating to a statewide California Conservation Corps (CCC) program dealing with fisheries habitat restoration; and do other related work.

CATEGORY	CLASSIFICATION	DESCRIPTION
CONSERVATION-FISHERIES	SENIOR HATCHERY SUPERVISOR	Under general direction, the Senior Hatchery Supervisor supervises four-to-five hatcheries involved in fish hatchery activities and fish production, or an extremely complex and sensitive fish hatchery operation. The Senior Hatchery Supervisor evaluates and directs fish hatchery production activities which involve the hatching, rearing, and planting of fish in California's inland waters and at various fish hatcheries. Incumbents are the full supervisory level, responsible for the supervision of staff and budget activities, policy recommendations, and negotiations with other State and Federal agencies and private groups regarding fish production.
CONSERVATION-WILDLIFE	WILDLIFE HABITAT SUPERVISOR I	The incumbent manages a small independent wildlife management area; acts as Assistant Manager of a large wildlife management area or a game farm; or is in charge of region-wide wildlife habitat development field activities.
CONSERVATION-WILDLIFE	WILDLIFE HABITAT ASSISTANT	The incumbent is in charge of a subordinate area requiring daily management but outside the effective daily range of supervision of the Area Manager or is responsible for county-wide habitat development programs in cooperation with local soil conservation districts and other agencies.
CONSERVATION-WILDLIFE	WILDLIFE HABITAT SUPERVISOR II	Manage a large wildlife management area construction and maintenance of roads, water control systems, buildings, pens, fencing and sanitary facilities in habitat development work.
CONSERVATION-WILDLIFE-FISHERIES	FISH AND WILDLIFE TECHNICIAN	Employees perform a variety of tasks in fish and wildlife conservation work at fixed or temporary installations in the natural habitat and fish hatcheries; work in a major phase of the operation of a fish hatchery; or act as lead of a small crew engaged in fish and wildlife habitat improvement work, fish planting, counting, or egg collection activities.
DISPATCH	COMMUNICATIONS OPERATOR, DFG	This is the entry, working, and journey level for this series. Employees work under general supervision in a Communications Center. Duties include operating multifrequency/channel radio telephone systems and computer-aided transmitting and receiving equipment to receive calls from field units, telephones, or other sources; filling out dispatch logs or typing entries into computer terminals; receiving and transmitting reports of incidents and requests for assistance; answering telephone requests for information; relaying calls for emergency services vehicles, other law enforcement agencies, or other assistance requested by field units. At the full journey level, employees work under direction and perform all of the above and select receivers and transmitters and adjust volume controls; dispatch units or other equipment to specific points as required; provide information as requested or required by officers in the field; and act as a leadperson.

CATEGORY	CLASSIFICATION	DESCRIPTION
DISPATCH	COMMUNICATIONS SUPERVISOR, DFG	Under general direction, incumbents typically plan, organize, and assign work to a group of communications personnel and may assist with the 24-hour operation of a communications center. Typical duties include: providing for and conducting training for communications personnel in the operation of radio/telephone receivers, transmitters, teletypewriters and associated equipment, teleprinters, computer-aided dispatching, and departmental radio procedures; working with and assisting employees in learning radio transmission codes, local geography, departmental rules and regulations, and allied material; preparing employees' work schedules; reviewing and evaluating employees' work performance; participating in the selection of new communications personnel; and performing routine staff work and the most difficult dispatch duties.
DISPATCH	DISPATCHER CLERK	Under direction, to do dispatching by radiotelephone and telephone; to perform assigned clerical work.
DISPATCH	DISPATCHER CLERK SUPERVISOR	Under direction, to supervise the work of a group of Dispatcher-Clerks; to operate radiotelephone and telephone equipment. Plans, organizes, and assigns the work of a group of Dispatcher Clerks dispatching mobile units such as maintenance equipment, State Park Ranger trucks and other equipment, answering requests for assistance, ambulance and tow car service and other services, disseminating information and performing clerical work; trains new dispatchers in the operation of teleprinters, teletypewriters, radiotelephone receivers and transmitters, and associated equipment; instructs dispatchers in proper radio procedure and assists them in learning radio transmission codes, local geography and departmental rules and regulations; supervises and assists dispatchers in the preparation of various reports; prepares work schedules to provide 24-hour per day coverage; participates in the selection of new dispatchers; reviews and evaluates dispatchers work performance; performs dispatching duties when necessary.
ENGINEERING	ASSISTANT CIVIL ENGINEER	Under direction, performs field or office civil engineering work of average difficulty.

CATEGORY	CLASSIFICATION	DESCRIPTION
ENGINEERING	ASSOCIATE CIVIL ENGINEER	Performs difficult field and office civil engineering work. Plans and directs the design and preparation of drawings, specifications, and estimates in connection with the construction or maintenance of a wide variety of engineering projects, including buildings, bridges, roads, wharves, piers, dams, levees, ditches, retaining walls, and similar structures; passes on difficult problems and determines the methods of procedure and personally performs the more difficult phases of the work; supervises the preparation of maps, plans, charts, or diagrams; supervises the maintenance of various engineering records and performs difficult engineering office work in connection with budget preparation, purchases, cost analyses, and progress reports; plans and directs field surveys; inspects or directs the inspection of structures under construction or repair; makes detailed analyses of proposed projects for the economic as well as the practical engineering phases; analyzes and prepares description of property; makes specialized technical studies and investigations and performs difficult research work; prepares complete and comprehensive reports and makes recommendations on engineering problems.
ENGINEERING	ASSOCIATE HYDRAULIC ENGINEER	Perform difficult engineering work involved in making studies and investigations of water resources, water rights, flood control, irrigation, and the operation of hydraulic facilities, and to supervise subordinates in this work. Compiles and analyzes data on surface and underground water conditions, the use of water and the rights of water users; supervises the collection of hydrologic data; checks on the feasibility of proposed irrigation and other public districts; reviews applications for water rights and determines the amounts of water required for irrigation and other uses; studies water supply for various uses, including the generation of power, and estimates hydroelectric energy outputs; makes investigations and designs for and estimates costs of hydraulic structures; prepares engineering reports, analyzes legal briefs, and summarizes hearing transcripts in connection with water rights cases; represents the Department of Water Resources as a witness in court cases, investigates protests against proposed diversions of water; makes water right inspections of major projects; dictates correspondence and prepares drafts of sections of engineering reports.
ENGINEERING	CIVIL ENGINEERING ASSOCIATE	Under direction of a registered engineer, to perform difficult field or office civil engineering work or to supervise other employees performing field or office civil engineering work.
ENGINEERING	SENIOR CIVIL ENGINEER	Under general direction, plan and direct difficult field and office civil engineering work.

CATEGORY	CLASSIFICATION	DESCRIPTION
ENGINEERING	SENIOR HYDRAULIC ENGINEER	Under general direction, supervise the performance of difficult and complex hydraulic engineering work or act in a staff specialist capacity in a major departmental program.
FORENSICS	SENIOR WILDLIFE FORENSIC SPECIALIST	Staff at this level are assigned the most difficult advanced forensic casework and courtroom testimony with wide discretion and independence of action. Employees will represent the Department in contacts with other governmental agencies and with the public. Incumbents plan, organize, and lead a complex statewide wildlife forensic program such as the Wildlife Forensic Laboratory engaged in various wildlife forensic disciplines pursuant to casework involving criminal violations of State Fish and Game laws; or the Wildlife Forensic DNA Program engaged in organizing and providing forensic research, application, advanced casework, training, and methodology development in the field of forensic DNA technology.
GEOLOGY	ASSOCIATE ENGINEERING GEOLOGIST	Perform independent difficult professional engineering geological work and interpret the results in terms of their engineering significance. Organizes and conducts preliminary and final geologic studies for the purpose of determining the engineering geological aspects of foundations for bridges, dams, buildings, and other engineering structures; cooperates with engineers in the solution of ground water and subsurface drainage problems; locates, identifies, classifies, analyzes, and submits recommendations regarding the nature, extent, and occurrence of rock and other earth materials suitable for construction purposes; determines the sequence, structure, and relationship of geological formations as they affect tunnels, excavations for highways, dams and reservoirs, and the movement of ground water, its occurrence, quality, supply, and drainage requirements; evaluates existing geologic data, reports, and professional papers; prepares geologic profiles, cross sections, structure maps, charts and graphs; prepares geological reports pertinent to the design, construction, maintenance, and ultimate use of engineering structures, and to ground water development and utilization.
HUMAN RESOURCES	ASSISTANT EXAMINATION PROCTOR	Under the supervision of an Examination Proctor, assist in the administration of examinations.

CATEGORY	CLASSIFICATION	DESCRIPTION
HUMAN RESOURCES	ASSOCIATE PERSONNEL ANALYST	Perform the more responsible, varied and complex technical work of the State personnel management program; to advise and assist operating officials; and to act as leadperson for other staff personnel. Without detailed supervision or review, makes decisions and provides advice and assistance on varied and difficult personnel management problems; analyzes and classifies positions; gathers and evaluates pay data; conducts classification or pay surveys; prepares class specifications and allocation standards; prepares formal memoranda or reports on personnel matters and participates in the presentation of such matters before the Personnel Board or other official body; reviews proposed personnel actions for conformity with regulations, classification or pay standards or good personnel practice. Prepares written examinations, writes test items, and does test research; develops techniques for the appraisal of education and experience; acts as chairperson of qualifications appraisal panels; administers or supervises the administration of tests; prepares examination publicity; plans, organizes, and coordinates recruitment programs. Assists in the development of policies and procedures relating to the personnel management program of a State agency; assists in the recruitment and selection of employees; develops and administers staff development and training programs; prepares disciplinary proceedings; represents the agency before employees and employee organizations; develops departmental personnel rules and regulations; and supervises personnel record keeping and the operation of personnel procedures. Interprets and explains civil service law, rules, and procedures; trains and supervises subordinate technical and clerical personnel; does research in specific areas of public personnel management; represents the agency at meetings and conferences; studies various personnel operating procedures; prepares reports, manuals, articles, and correspondence.
HUMAN RESOURCES	EXAMINATION PROCTOR	Under direction, administer examinations.
HUMAN RESOURCES	PERSONNEL SERVICES SPECIALIST I	This is the entry, trainee, first working and journey level for this series, and is the general working level in all transactions settings with multiple Personnel Services Specialist positions where incumbents perform the typical tasks of the job for 100% of the time. Under close supervision as a trainee or under general supervision at the journey level, and in accordance with established procedures, incumbents perform increasingly difficult duties in a variety of personnel transactions areas. As a generalist, performs difficult and complex duties in a variety of functional areas of personnel transactions for an assigned group of reporting units or classifications; may act as leadperson to one or more lower level clerks assisting in the assignment.

CATEGORY	CLASSIFICATION	DESCRIPTION
HUMAN RESOURCES	PERSONNEL SERVICES SPECIALIST II	This is the advanced journey level within this series. Allocation may be made to this class in any "one person" transactions operation that assumes full charge for all phases of transactions work. (Geographically separated offices with Personnel Services Specialists that do not have full charge responsibility for the transactions function should not be allocated to this level.) Lead responsibility is appropriate for this class if the subordinate positions number less than two and the incumbent assumes full charge responsibility for the transactions operation. In entities with a Personnel Services Supervisor II or III as the highest-level transactions position, allocation may be made to this class to perform the most difficult and complex duties as a "staff specialist". More than one "specialist" allocation within a transactions operation may be substantiated, e.g., appropriate allocation may be made for full charge of a department's Worker's Compensation/ Industrial Disability/Non-Industrial Disability program or full charge of a department's in-house transactions training program, in addition to other functions of comparable complexity.
HUMAN RESOURCES	PERSONNEL SERVICES SUPERVISOR I	Supervises two to five subordinates performing personnel transactions work (there must be at least one Personnel Services Specialist) and has full charge responsibility for the total personnel transactions program of the organizational entity and reports to a higher nontransactions supervisor. Under the direction of a higher-level Personnel Services Supervisor, incumbents are responsible for a major portion of a large and complex personnel transactions program; typically supervises two to five subordinates performing personnel transactions work.
HUMAN RESOURCES	PERSONNEL SERVICES SUPERVISOR II	Responsible for the total personnel transactions program in an operation which includes 8-12 subordinate transactions positions. There may be functional supervision of lower level Personnel Services Specialists in geographically separated locations; these positions are to be included in the subordinate staff count. As a subordinate to a higher level personnel transactions position, assists in the management of a comprehensive transactions program by assuming direct responsibility for a portion of the transactions function over lower level supervisors and working level staff; typically supervises from 8 to 12 subordinate personnel transactions positions. May assist a higher level Personnel Services Supervisor by functioning as an "assistant" to the higher level.
INDUSTRIAL SCIENCE	ASSOCIATE INDUSTRIAL HYGIENIST	This is the full professional journey level. Under general direction, performs difficult industrial hygiene work in connection with health hazards in places of employment; does research on problems of occupational hazards; investigates complaints of unhealthful working conditions and recommends corrective action; represents the department at meetings of professional and community groups.

CATEGORY	CLASSIFICATION	DESCRIPTION
INFORMATION TECHNOLOGY	TELECOMMUNICATIONS SYSTEMS ANALYST II	This is the full journey person level in this series. Under direction, incumbents perform difficult telecommunications analytical work or act as lead person over other staff members in connection with inventory analysis, installation, maintenance and operation of statewide telecommunications systems, and independently develop a telecommunications operational network.
INFORMATION TECHNOLOGY	TELECOMMUNICATIONS SYSTEMS MANAGER I (SPEC)	Under general direction in a department having a statewide radio/microwave or landwire communications network of moderate size, incumbents are responsible for the entire program and act as the departmental representative on communication matters. In the Department of General Services, incumbents under the general direction of a Telecommunications Systems Manager II or higher level position, are responsible for a specialized area of telecommunications systems where the level of expertise is definably above the Telecommunications Systems Analyst II and for providing consultative services to management of the Department of General Services and other departments. Positions allocated to this level are characterized by the following criteria: Functions as the recognized expert on telecommunications matters in department; and functions as a skilled consultant to top management.
INFORMATION TECHNOLOGY	ASSISTANT INFORMATION SYSTEMS ANALYST	This is the entry and first journey level. Positions may be permanently allocated to this class when the major portion of tasks performed do not include the more responsible, varied, and difficult analytical assignments found in the full journey person level.
INFORMATION TECHNOLOGY	ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)	This is the full journey level. Under general supervision, incumbents perform a variety of tasks in connection with the analysis, development, installation, implementation, procurement, or support of electronic information processing systems.
INFORMATION TECHNOLOGY	ASSOCIATE PROGRAMMER ANALYST (SPEC)	Independently performs computer programming and systems analysis work, and/or acts as leader of a team of programmers, and/or participates with other programmer analysts on projects of a very complex nature or unusually broad scope. Classes in this series are used to develop methods of applying computer technology to the solution of problems; to develop and implement complex programs to achieve desired results; to act as lead person or supervisor over technical personnel.

CATEGORY	CLASSIFICATION	DESCRIPTION
INFORMATION TECHNOLOGY	DATA PROCESSING MANAGER I, II, & III	DATA PROCESSING MANAGER I - This is the first full management level responsible for planning, organizing, coordinating and reviewing the activities of a data processing staff through subordinate supervisors or may direct all activities in a small EDP organization with responsibility for any combination of analysis, programming, processing, computer operation, and related functions, or direct a group of data processing analysts at the journey level. DATA PROCESSING MANAGER II - This is the second level of management in a medium to large EDP organization requiring subordinate managers at the Data Processing Manager I level with responsibility for analysis, programming, processing, computer operations or other related EDP functions or may direct a large unit of analysts or programmers, or direct a combination of EDP functions representing an equivalent level of responsibility, or (3) direct all activities of a small, complex EDP organization, or (4) direct the computer operations of a large to very large EDP organization serving multiple departments. DATA PROCESSING MANAGER III - The incumbent has full management responsibility for a medium size EDP organization or directs a major data processing function or functions in a large, complex EDP organization requiring subordinate managers at the Data Processing Manager II level or may direct and coordinate a highly complex project which impacts on multiple departments, or direct a program involving the development and administration of servicewide EDP plans, policies, procedures, and standards, or function as a project manager responsible for designing, configuring, and developing the most technically advanced business solution/EDP projects.
INFORMATION TECHNOLOGY	INFORMATION SYSTEMS TECHNICIAN	This class includes ranges comprising the entry, trainee, journey person and working lead person levels. Incumbents in lower ranges work under close supervision learning and performing the less complex technological duties supporting electronic information processing systems. As training progresses, incumbents work under general supervision performing a variety of duties supporting electronic information processing systems.
INFORMATION TECHNOLOGY	PROGRAMMER I	Under close direction, to plan and develop programs to be processed by electronic information processing equipment; under close supervision, to perform systems analysis or systems programming (software) work.
INFORMATION TECHNOLOGY	PROGRAMMER II	Under general direction, to plan and develop programs to be processed by electronic information processing equipment; under supervision to perform systems analysis or systems programming (software) work.

CATEGORY	CLASSIFICATION	DESCRIPTION
INFORMATION TECHNOLOGY	SENIOR INFORMATION SYSTEMS ANALYST	Under general direction, acts as project leader on the most complex electronic information processing systems, works on the most complex electronic information processing system problems, and independently performs the most complex studies and activities on electronic information processing systems and/or teleprocessing networks/systems.
INFORMATION TECHNOLOGY	SENIOR PROGRAMMER ANALYST (SPEC)	Under general direction, acts as project leader on the most complex applications, and/or on the most complex data processing problems works independently as a high level technical specialist.
INFORMATION TECHNOLOGY	STAFF INFORMATION SYSTEMS ANALYST (SPEC)	Under general supervision, acts as a project leader on complex electronic information processing studies or systems, works on complex electronic information processing systems problems, and serves as the advanced technical specialist performing complex analytical studies and activities on complex electronic information processing systems, projects, and/or teleprocessing networks/systems.
INFORMATION TECHNOLOGY	STAFF PROGRAMMER ANALYST (SUP)	Under general supervision, acts as supervisor on complex.
INFORMATION TECHNOLOGY	STAFF PROGRAMMER ANALYST (SPEC)	Project leader on complex applications and/or on complex data processing problems.
INFORMATION TECHNOLOGY	TELECOMMUNICATIONS SYSTEMS ANALYST I	This is the trainee and first working level in the series. Under close supervision, incumbents receive training and perform work ranging from the less complex to that of average difficulty in a wide variety of consultative, analytical, and evaluate assignments, such as program evaluation and planning, systems development, budget planning, research and management analysis, and perform other work as required to maintain and upgrade a telecommunications network. Positions are permanently allocated to this class when their major functions do not include the more independent, varied and difficult assignments found at the full journey person level.
LABOR/TECHNICAL	JANITOR	Under supervision, to perform janitorial duties in keeping an assigned office, building, or area clean and orderly.
LABOR/TECHNICAL	MAILING MACHINES OPERATOR I	This is the entry, learning and full working level for the series. Under close supervision and in accordance with established procedures, incumbents perform increasingly difficult duties related to the processing of large volumes of outgoing United States and other carrier mail; learn to operate the machinery required in the work; and perform other related work. Incumbents may perform in a lead capacity assisting subordinate clerical employees.
LABOR/TECHNICAL	MATERIALS & STORES SPECIALIST	This is the advanced journey level and incumbents may lead lower level staff in the receipt, storage, issuance, and shipping of a volume of varied supplies requiring moderate complex storage practices or have charge of stores; or assume equivalent duties and responsibilities in assisting a higher grade warehouse supervisor.

CATEGORY	CLASSIFICATION	DESCRIPTION
LABOR/TECHNICAL	MATERIALS & STORES SUPERVISOR	Supervise lower level staff in the receipt, storage, issuance, and shipping of a volume of varied supplies requiring moderate complex storage practices or have charge of stores; or assume equivalent duties and responsibilities in assisting a higher grade warehouse supervisor.
LABOR/TECHNICAL	SERVICE ASSISTANT (MAINTENANCE)	Under close supervision, learn and perform the less difficult gardening and maintenance duties in a park, highway, building, or grounds setting; perform miscellaneous laboring work.
LABOR/TECHNICAL	STOCK CLERK	Under direction, perform journey person work in the receiving, storing, issuing, and shipping of supplies.
LABOR/TECHNICAL	TRACTOR OPERATOR LABORER	Under direction, to operate heavy tractors and attachments used in tilling soil, planting and harvesting, or in building and maintaining levees and unimproved roads and to perform related laboring work; to operate trucks and other power equipment; may instruct, lead or supervise inmates, wards or resident workers.
LABOR/TECHNICAL	WAREHOUSE WORKER	Under supervision, perform journey person work in the receipt, storage, inventory, and issuing of materials; use powered or nonpowered materials handling equipment as necessary.
LABORATORY	LABORATORY ASSISTANT	Incumbents perform, direct, and/or supervise the performance of Laboratory Assistants involved in routine nontechnical and technical laboratory functions; process and prepare laboratory specimens, solutions, and reagents; operate specialized equipment; and keep records.
LABORATORY	SENIOR LABORATORY ASSISTANT	This level is the journey/leadperson level of the series. Incumbents, under supervision, perform biological, chemical or related procedures involving a varied sequence of technical operations following well-defined methods; and assist with training and direction of subordinates.
LABORATORY	SUPERVISING LAB ASSISTANT I	This level is the working supervisor level of the series. Incumbents, under general direction, supervise and work with a group of Laboratory Assistants engaged in the routine, nontechnical, laboratory functions.
LAW ENFORCEMENT	FISH AND GAME PATROL CAPTAIN	Supervise and direct the work of Fish and Game Patrol Lieutenants, Fish and Game Wardens, or other personnel; are responsible for an operating budget to plan and conduct enforcement efforts in a geographic area of the State; make recommendations concerning the arrest and prosecution of violators; plan and conduct effective patrols on land and/or utilizing fish and game vessels; supervise and manage equipment use; conduct internal affairs investigations; evaluate, negotiate, and enforce stream bed alteration agreements and water pollution violations; act as Incident Commander in major oil and hazardous material spills; plan, conduct, and evaluate Advanced Peace Officer training; evaluate performance and take appropriate action; represent the Department before groups; compose difficult correspondence and reports for the Division Chief, Regional Manager, and Director.

CATEGORY	CLASSIFICATION	DESCRIPTION
LAW ENFORCEMENT	FISH AND GAME PATROL LIEUTENANT (SPEC)	In a specialist assignment, under direction, incumbents implement specific programs; independently perform the more difficult analysis and staff review work; conduct the more difficult and complex investigations; assist supervisors with training issues; review legislative bills; assist in promoting uniform application of procedures; coordinate and review regulation proposals; assist in the development of procedures; deal with the public on the more sensitive enforcement issues; direct field training activities; review stream bed alteration agreements; act as Incident Commander in large oil and hazardous material spills.
LAW ENFORCEMENT	FISH AND GAME PATROL LIEUTENANT (SUP)	Supervise and direct the work of Fish and Game Wardens and other personnel in a geographic area of the State; patrol and investigate violations; perform patrol duties aboard a fish and game vessel; supervise work involved in oil and hazardous material spills; act as Incident Commander in large oil and hazardous material spills; direct and review stream bed alteration agreements; deal with the public on the more sensitive enforcement issues; investigate citizens complaints; conduct internal affairs investigations; conduct or coordinate required training; supervise FTO activities; plan and assign work; evaluate performance and take appropriate action; inspect equipment and implement safe work practices; explain the Department's programs before groups.
LAW ENFORCEMENT	FISH AND GAME WARDEN, CADET	This is the recruiting and training level for the series. Under close supervision, incumbents participate in a basic law enforcement training program to learn the work of a Fish and Game Warden, Department of Fish and Game. Incumbents who do not successfully complete the prescribed law enforcement academy accredited by POST will be ineligible for appointment to the class of Fish and Game Warden, Department of Fish and Game.
LAW ENFORCEMENT	FISH AND GAME WARDEN, DFG	Under general supervision, incumbents perform patrol and investigative duties and may be assigned a geographic area; enforce laws; issue citations; make arrests; collect evidence and complete crime reports; testify in court; investigate reported fish and game violations; perform patrol duties aboard a fish and game vessel; respond to and investigate pollution, oil, and hazardous material spills; develop and enforce stream bed alteration agreements.

CATEGORY	CLASSIFICATION	DESCRIPTION
LAW ENFORCEMENT	REGIONAL PATROL CHIEF, DFG	This is the highest supervisory level in the series. Under general direction, incumbents supervise an assigned staff; provide high level assistance on extremely sensitive wildlife protection matters; enforce laws, rules, and regulations; ensure that the wildlife protection mission is accomplished; promote uniform application of policies, laws, and regulations; review recommendations for legislative bills; review reports and correspondence for impact on the wildlife protection function; act as a liaison with other agencies and organizations on wildlife matters; supervise and have full responsibility over major statewide programs which have strong legislative or political interest, major law enforcement concerns, major public concern and awareness, extensive media coverage and multi agency involvement; develop policy; assist in law and regulation changes; assist in budget preparation and assess budget requests; coordinate program activities with other functions; keep management informed of extremely significant law enforcement issues and problems; represent the Division Chief or Regional Manager in their absence.
LAW ENFORCEMENT	SENIOR WARDEN PILOT, DFG	Under general direction, to direct and train the personnel of the warden-pilot service of the Department of Fish and Game; to pilot an airplane and to assist in the enforcement of State laws for the conservation of wildlife and the protection of fish and game.
LAW ENFORCEMENT	WARDEN PILOT, DFG	Under general direction, throughout the State, to pilot an airplane and to assist in the enforcement of State laws for the conservation of wildlife and the protection of fish and game; to perform required airplane maintenance and repair work.
LEGAL	GRADUATE LEGAL ASSISTANT	Under close supervision of attorneys, assist in legal research, and in the preliminary work involved in preparing other legal matters.
LEGAL	LEGAL ASSISTANT	Under the immediate direction, control and responsibility of an attorney, to perform a wide variety of paralegal duties.
LEGAL	LEGAL COUNSEL	Under direction, to do the less difficult legal work involved in interpreting and applying laws, rules, and regulations affecting the State of California, preparing and analyzing opinions, rules and regulations, and legislative measures, and in preparing and presenting cases; to do legal research.

CATEGORY	CLASSIFICATION	DESCRIPTION
LEGAL	LEGAL SECRETARY	Incumbents in Range A perform the full range of legal secretarial work. Under general supervision, in a secretarial capacity, incumbents type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings; perform complex clerical work; and coordinate and schedule court-related services with specific instruction. Incumbents in Range B perform the most complex legal secretarial work. Under direction, incumbents independently perform the most difficult and responsible legal secretarial and clerical work, with minimum instruction, involving either work in a legal office with Level IV attorneys; or work for a chief legal administrator with major administrative responsibility for a complex legal program and a large professional staff.
LEGAL	SENIOR LEGAL TYPIST	This class is typically used for incumbents performing the less complex legal secretarial work in State service. Under general supervision, in either a secretarial capacity or in a typing pool, incumbents perform legal typing and difficult clerical work that may involve transcribing dictation from a dictating machine and performing related office work required in preparing and processing a variety of legal documents.
LEGAL	STAFF COUNSEL	This is the recruitment and development class for this series. Incumbents in the lowest range perform the least difficult professional legal work of their department. Based on appropriate alternate range criteria, incumbents advance through the ranges and are assigned progressively more difficult professional legal work as their competence increases.
LEGAL	STAFF COUNSEL III (SPECIALIST)	Under general direction, effectively perform the most sensitive and complex legal work of the department in which employed, consistently with favorable results.
LEGAL	STAFF COUNSEL III (SUPERVISOR)	Under general direction, supervise the work of lower level attorneys performing less complex and complex work for the department. In addition, may personally perform the most difficult, complex and sensitive legal work.

CATEGORY	CLASSIFICATION	DESCRIPTION
PATHOLOGY	ASSOCIATE FISH PATHOLOGIST	Either performs a variety of field and laboratory diagnostic work in connection with diseased fish or imported live fish or has charge of a specific fish disease research project. Performs gross and microscopic examinations of fish to determine the causes of fish losses; makes diagnoses and recommendations for control measures for fish pathogens; isolates, cultivates, and identifies the etiological agents of fish losses; makes statistical analyses of data relating to fish losses; performs field and laboratory work in fish pathology, bacteriology, physiology, serology, virology, histopathology, mycology, parasitology, genetics and nutrition; develops approaches to research studies and projects and reviews plans with superiors; plans research procedures and techniques and coordinates experiments and data collection with other agencies or organizations or commercial and sport fishermen; presents training programs for laboratory, hatchery, and field personnel in the diagnosis and control of fish diseases; makes disease inspections of imported live fish; consults with other agencies, and universities and colleges engaged in fish disease research; makes pathological inspections of departmental fish hatcheries; provides diagnostic service to departmental fish hatcheries; writes reports; reviews literature on fish diseases; may write technical and popular articles for publication; attends and speaks at professional meetings and conferences.
PATHOLOGY	LABORATORY TECHNICIAN II (ANIMAL PATHOLOGY)	Under direction, to perform the more difficult bacteriological, serological, and virological tests in the diagnosis of animal diseases; to train new laboratory employees and to supervise the performance of the more routine laboratory tests.
PATHOLOGY	SENIOR FISH PATHOLOGIST	Under general direction, to plan, organize, and direct statewide inland or marine pathology work and to supervise and coordinate the statewide imported live fish or shellfish inspection program; to perform highly specialized and technical analyses and examinations of diseased fish or shellfish.
PUBLIC RELATIONS	ASSISTANT INFORMATION OFFICER	Under supervision, performs the less difficult professional and technical activities associated with the conduct of a comprehensive program to inform the public of the activities and objectives of a State agency.
PUBLIC RELATIONS	INFORMATION OFFICER I (SPECIALIST)	Under direction, performs the more difficult professional and technical tasks associated with the conduct of a comprehensive program to inform the public of the activities and objectives of a State agency
PUBLIC RELATIONS	INFORMATION OFFICER II	Under Administrative direction, develop, organize, direct, and evaluate a comprehensive program to inform the public of the activities and objectives of a State agency; and consult with and advise top management of the agency on public relations implications of the agency's activities.

CATEGORY	CLASSIFICATION	DESCRIPTION
PUBLICATIONS/MEDIA	ASSOCIATE EDITOR OF PUBLICATIONS	Under general direction, as an editorial specialist, to perform a wide range of difficult and responsible editorial tasks in preparing material for publication.
PUBLICATIONS/MEDIA	AUDIO-VISUAL ASSISTANT	Under supervision, to assist in the design, creation, and production of a wide variety of audio and visual aid materials for communication purposes; to act in a lead capacity as assigned.
PUBLICATIONS/MEDIA	DIGITAL COMPOSITION SPECIALIST II	The Digital Composition Specialist II is the full journey level for the series. Under direction, incumbents routinely perform complex work utilizing the full range of equipment and software applications. Incumbents consult with clients and make recommendations for creating the desired product. Incumbents independently import or scan text and graphics for manipulation and placement to create the desired effects. The position is responsible for developing a product that is compatible with the chosen method/type of publishing/printing process. Incumbents are also expected to maintain high-tech equipment, troubleshoot software/hardware problems, and may work with programming/technician staff to resolve, develop, and implement procedures to maintain file integrity and version control, research new and updated software and fonts, make recommendations for purchases, assist in preparation for justifications, and train staff. Incumbents may also assume lead responsibilities as described above.
PUBLICATIONS/MEDIA	DIGITAL PRINT OPERATOR I	This is the entry and first journey level in the series. Under general supervision, incumbents perform a variety of complex tasks associated with completing high-speed duplication and/or digital printing work. This work includes entering commands into the equipment being operated, performing the less complex digital manipulations needed to prepare the printing job, and performing the finishing tasks associated with the assigned printing jobs.

CATEGORY	CLASSIFICATION	DESCRIPTION
REAL ESTATE	ASSOCIATE LAND AGENT (WCB)	Perform difficult appraisal or negotiation work concerned with the purchase, sale, lease, rental, or donation of lands, improvements, or rights of way for other than State highways. May act as leadperson. Appraises real property for purchase, sale, lease, or other agreement for use and occupancy; analyzes appraisals and prepares alternate appraisals; negotiates for the purchase, lease, rental, donation, or sale of real property and rights of way; secures, examines, and interprets property records and title reports; prepares deeds, legal descriptions, reconveyances, agreements, leases, permits, options, contracts, and other documents necessary for the acquisition or disposition of real property; accepts responsibility for the appraisal or negotiation of a large block of parcels and may train and supervise a small group of subordinates; advises legal counsel in technical phases of the preparation and conduct of condemnation suits; acts as expert witness in court; prepares reports and statistical data; writes letters and reports.
REAL ESTATE	FIELD AGENT, WILDLIFE CONSERVATION BOARD	Under direction, to investigate, make recommendations and conduct preliminary negotiations relating to projects of the Wildlife Conservation Board; to assist in carrying out approved projects; and to do other related work.
REAL ESTATE	PROPERTY INSPECTOR (SPECIALIST)	Under direction, to have responsibility for the property and equipment control function of a large State department having several divisions, numerous branch installations, and a wide variety of property; or a large number of branch installations of a major State department.
REAL ESTATE	SENIOR LAND AGENT (SPEC) (WCB)	Independently perform highly specialized and sensitive appraisal and negotiation work for the acquisition of real property and rights of way and advises management on complex issues involving land acquisition and rights of way.
REAL ESTATE	SENIOR LAND AGENT (SUP) (WCB)	Supervise the work of a staff engaged in appraisal and negotiation work for the acquisition of real property and rights of way. Apply statewide quality standards in reviewing property acquisition and right-of-way work.
REAL ESTATE	SUPERVISING LAND AGENT (SUP) (WCB)	Under general direction, to plan, organize, and direct an agency's large and extensive real property acquisition program in a major geographical area of the State; or in a smaller program, to have charge of the entire land acquisition function of a State department.
RESEARCH/STATISTICS	RESEARCH ANALYST I	This is an entry class for persons qualified to perform basic technical research and statistical work in one or more areas of a broad range of research fields as a background for advancement in State service. Employees are assigned duties and responsibilities commensurate with their background and training. Work at this level is characterized by a reliance on proven techniques and methodologies and usually involves assignments in areas where a comparable body of knowledge and experimentation exists.

CATEGORY	CLASSIFICATION	DESCRIPTION
RESEARCH/STATISTICS	RESEARCH ANALYST II	This is the full journey level class. Under general direction, employees at this level perform a variety of tasks including the more independent, responsible, varied and complex technical research and statistical work in a variety of fields; they may provide consultative advice to various governmental entities and agencies, and may act as a leadperson. Work at this level is often characterized by independent development and employment of research methodology and techniques; and the designing and implementation of research projects. Usually involves investigation into areas where precedents are lacking or where only a sparse body of knowledge or experience in the area exist.
RESEARCH/STATISTICS	RESEARCH MANAGER I (GEN) (GIS)	This is a working supervisor level responsible for a small group of analysts or equivalent employees performing journey level work. A Manager I personally performs the most difficult or sensitive work of the group. In GIS the focus is natural resources management, land use, transportation planning, emergency response planning, and health assessments.
RESEARCH/STATISTICS	RESEARCH MANAGER II (GEN)(GIS)	This is the first full supervisory level over analytical research and administrative work. In most settings, managers at this level are in charge of a well-established and fully developed research function in a moderate to large department or an equivalent segment in a larger department. Managers II spend much of their time in supervision and management activities rather than personally performing work which can be done by a journeyperson or research program specialist. In GIS the focus is natural resources management, land use, transportation planning, emergency response planning, and health assessments.
RESEARCH/STATISTICS	RESEARCH PROGRAM SPECIALIST I	The positions are characterized by assignments which require, on a regular basis, a high degree of skill above the journey level. Under general direction, employees at this level independently develop and utilize research methodology and techniques in areas where precedents are lacking or a sparse body of knowledge or experience in the area exists. Incumbents work independently with primary responsibility for a major project or activity.
RESEARCH/STATISTICS	RESEARCH PROGRAM SPECIALIST II	The positions are identified by top departmental management as requiring the service of the most highly skilled practitioners who serve as prime resource persons and innovators in the subject matter of their occupations. Incumbents have responsibility for designing and directing major complex research projects or activities.
RESEARCH/STATISTICS	RESEARCH WRITER	Interpretive writing of technical material for news releases and publications of State agencies adapted to the needs and interests of diverse groups.

CATEGORY	CLASSIFICATION	DESCRIPTION
RESEARCH/STATISTICS	STATISTICAL METHODS ANALYST III	Under general direction, to apply mathematical-statistical theory in analyzing and solving the most complex statistical problems and developing new statistical methodology; to provide mathematical-statistical consultative services; may supervise other staff personnel.
SEASONAL	FISH AND WILDLIFE SCIENTIFIC AID	Under supervision, on a temporary or seasonal basis, to assist professional staff in a variety of technical and routine scientific tasks related to Department of Fish and Game activities.
SEASONAL	FISH AND WILDLIFE SEASONAL AID	Under close supervision, as a seasonal helper only, to do routine conservation work in connection with Department of Fish and Game field activities.
SEASONAL	GRADUATE STUDENT ASSISTANT	Under close supervision and in a trainee capacity, to assist in the performance of professional duties such as research and other functions related to the departmental assignment.
SEASONAL	SEASONAL CLERK	On a temporary basis, performs the clerical activities in the wildlife area and hatchery area offices.
SEASONAL	STUDENT ASSISTANT	Under close supervision and in a learner capacity, to assist in the performance of the administrative or technical duties required by the departmental assignment.
SEASONAL	YOUTH AID	Under close supervision, during summer months or on a part-time or intermittent basis during the school year in positions consistent with continued school attendance, to perform a variety of tasks which require limited or no work experience.
SPILL PREVENTION & RESPONSE	OIL SPILL PREVENTION ASSISTANT	This is the entry and journey level in this series. The Assistant, under general supervision, performs responsible professional office and fieldwork related to oil spill prevention and response activities. Assistants review, evaluate and approve vessel and marine facility oil spill contingency plans; participate in and critique drills which test effectiveness of contingency plans, cleanup operations and equipment used; communicate with vessel owners, agents and marine facilities; interact with major oil and oil shipping companies, Coast Guard, other governmental entities and agencies; interpret guidelines and regulations; comment on proposed regulations; prepare reports and customized letters; respond to oil spills and assist in the incident command center; assist Wardens in conducting oil spill investigations; monitor oil transfer operations aboard tank ships, barges and marine facilities.

CATEGORY	CLASSIFICATION	DESCRIPTION
SPILL PREVENTION & RESPONSE	OIL SPILL PREVENTION SPECIALIST	This is the advanced journey level in the series. The Specialist serves as a departmental technical expert on the more difficult and complex issues related to oil spill prevention and response activities. The Specialist, under direction, will respond to oil spills, investigate and provide technical expertise to Wardens and the Incident Commander; investigate tanker groundings; serve as an expert witness; assist in the development of new programs; review, evaluate and approve vessel and marine facility oil spill contingency plans, blanket and exemption requests; participate in and critique drills which test effectiveness of contingency plans, cleanup operations and equipment used; communicate with vessel owners, agents and marine facilities; interact with major oil and oil shipping companies, Coast Guard, other governmental entities and agencies; interpret guidelines and regulations; comment on proposed regulations; review Environmental Impact Reports (EIR) and submit recommendations; prepare the more difficult correspondence and reports; attend committee meetings and give the Department's position on issues; provide guidance for preparing the area plans; analyze coastal protection measures; facilitate the implementation of new Vessel Traffic Service (VTS) systems; respond to pilotage, tug escort, pipeline, marine fire fighting and salvage issues; review the daily log of vessel traffic through the Marine Exchange; analyze and consider the feasibility of requiring new technologies to aid prevention, response, containment and cleanup.
SPILL PREVENTION & RESPONSE	OIL SPILL PREVENTION SUPERVISOR I	This is the first supervisory level in the series over professionals at the Specialist or Assistant levels. Under direction, the Supervisor I will plan, organize, prioritize, direct and review the work of employees performing oil spill prevention and response activities; monitor, train and evaluate employees; respond to oil spills, assist in investigations and provide technical expertise; review EIRs associated with the more complex oil spills; ensure timely completion of program objectives and special studies; coordinate the scheduling of and participate in drills; review and make recommendations to improve procedures and policies; complete special projects for the Administrator; interact with major oil companies, Coast Guard, other governmental entities and agencies; testify before the various legislative bodies.

CATEGORY	CLASSIFICATION	DESCRIPTION
SPILL PREVENTION & RESPONSE	OIL SPILL PREVENTION SUPERVISOR II	This is the second supervisory level in the class series. Under general direction, the Supervisor II will direct and have charge of a major statewide oil spill prevention and response program; responsible for operational planning and assigning of projects; assist in managing a budget; prepare administrative reports and sensitive correspondence; coordinate program activities with enforcement, scientific and administrative sections; assist in formulating procedures and policies; maintain liaison with other State agencies, Federal Government and oil industry; keep management apprised of significant issues and new developments; complete special projects for the Administrator; respond to oil spills when necessary.
TOXICOLOGY	ASSOCIATE TOXICOLOGIST	This is the entry and full journey level of the series. Under direction, advises on the toxicological properties of chemicals for the purpose of advising on health and/or environmental problems; interprets and evaluates the less specialized experimental study results in terms of toxicological properties and hazards; evaluates, advises and consults on the adequacy of toxicological data submitted by other organizations; advises on precautionary labeling for hazardous chemicals and products; may testify as an expert witness in hearings and court procedures; may serve in a lead capacity over other scientific and technical staff; and prepares reports and scientific papers for publication.
TOXICOLOGY	STAFF TOXICOLOGIST (SPECIALIST)	This level of the series will act as the subject matter expert. Under general direction, originates, designs and carries out toxicological studies and investigations; in a specific area of expertise, acts as statewide expert on the toxicological properties of chemicals for the purpose of advising on health and environmental problems; interprets and evaluates experimental study results in terms of toxicological properties and hazards, especially in the area of expertise; evaluates, advises and consults on the adequacy of toxicological data submitted by other organizations; advises on precautionary labeling for hazardous chemicals and products; provides technical consultation in areas such as legislation, rule and regulation promulgation and policy development; testifies as an expert witness in hearings and court procedures; prepares reports and scientific papers for publication; and may serve in a lead capacity over other scientific and technical staff.

CATEGORY	CLASSIFICATION	DESCRIPTION
VETERINARY MEDICINE	SENIOR WILDLIFE VETERINARIAN SPECIALIST	Under general guidance, incumbents plan, organize and lead a complex statewide wildlife veterinary program such as the Wildlife Investigations Laboratory; conduct field investigations of wildlife rescue and rehabilitation facilities; conduct and/or oversee research by contractors into the causes of health problems of wildlife; study unusual or exotic diseases, and prepare scientific articles for publication. Employees will represent the Department in contacts with other government agencies and with the public.
VETERINARY MEDICINE	WILDLIFE VETERINARIAN	This is the entry, training, and first working level. Incumbents work under general supervision conducting veterinary tests and making veterinary inspections. Employees work independently, following general work instructions and standardized practices while they learn regulations, laws, philosophy, field procedures, medical management of wildlife, surgical procedures, epidemiology and diagnosis. Employees are expected to perform progressively more difficult and responsible assignments with a minimum of supervision as experience and competence are gained.